



FIRE SUPPORT SERVICES TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Fire Department equipment purchasing, maintenance and warehouse operations including obtaining bids, ordering, receiving, storing, and distributing firefighting equipment and supplies; testing and maintaining the Self Contained Breathing Apparatus equipment; and performing semi-skilled work in the maintenance and servicing of firefighting tools and equipment.

Supervision Received and Exercised:

Receives general supervision from a Battalion chief or from other supervisory or management staff.

Exercise functional and technical supervision over lower level staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage the Department's Respiratory Protection Program, including maintenance and repair of Self Contained Breathing Apparatus (SCBA); perform periodic diagnostic tests on SCBA equipment; determine if the SCBA equipment has malfunction or worn parts; replace parts/units as necessary to ensure SCBA equipment is always working properly for personnel safety; maintain SCBA's for the Tempe Police Department, Water Utilities Department, and other agencies as required.
- Maintain breathing air compressors and take monthly air samples.
- Provide clear and accurate computer record for all SCBA's, parts, repairs, protective clothing, firefighting tools and equipment.

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- Manage the Department's Protective Clothing Program, including issuing, inspecting and coordinating the cleaning, repair and/or replacement of all firefighter personal protective clothing.
- Order SCBA parts and supplies, personal protective equipment, fire hose and firefighting tools and equipment; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Provide follow-up on all orders to insure delivery schedules are met.
- Prepare bid specifications for all SCBA, protective clothing, tools and equipment; meet with prospective vendors; research and recommend new products and equipment.
- Participate in budget administration; monitor and control budgetary expenditures.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in firefighting with knowledge of SCBA's and firefighter tools and equipment. One year of SCBA repair experience is preferred.

Training:

Equivalent to the completion of the twelfth grade. Additional training in Microsoft Office and Outlook is highly desirable.

Licenses/Certifications:

Possession of, or ability to obtain, manufacturer's certification to test, service, repair and maintain SCBA equipment.

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Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2912

FLSA: Non-Exempt